

## **VACANCY ANNOUNCEMENT # 14/12/80**

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### **SENIOR PORTS PROGRAM SPECIALIST FSN-10 (OR); FP-5 (NOR)**

**From:** Human Resources Office  
**Open to:** All interested candidates  
**Opening Date:** December 18, 2014  
**Closing Date:** January 9, 2015  
**Work Hours:** Full-time – 40 hours per week  
**Desired Start Date:** January 26, 2015

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ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

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The U.S. Embassy is seeking an individual for the position of Senior Ports Program Specialist in the International Narcotics and Law Enforcement Affairs (INL).

#### **BASIC FUNCTION OF POSITION**

The incumbent serves as the principal LE Staff responsible for overseeing INL Ports & Customs Program projects operated under the U.S.- Peru Bilateral Counternarcotic Agreement. The incumbent is responsible for the planning, implementation, and tracking of all projects funded by INL's Ports Program. S/he also provides technical assistance to GOP counterpart agencies while monitoring their progress in implementing and operating these projects. The budget for the Ports/Customs Program has a funding pipeline that averages \$6.5 million. The incumbent is responsible for implementing INL strategies to increase the capacity of Peruvian customs to interdict illicit shipments and to help secure Peruvian borders. Responsibilities include the direct supervision of one LE Staff program assistant and three third-party contractors. S/he also monitors & supports Peruvian interdiction units along the coast and at border stations. The incumbent reports to the INL Ports and Customs Senior Program Advisor and, through him/her to the INL Deputy Director.

**Please note:** At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

#### **QUALIFICATIONS REQUIRED**

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ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

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**1. Education:** Completion of four years of college/university studies in general coursework such as English composition, math, education, and other general electives are required.

**2. Experience:** Five years of experience in project/program management, operations management, or as a ports/customs specialist is required.

**3. Language:** Level IV (Fluent) Speaking/Reading English ability. Level IV (Fluent) Speaking/Reading Spanish ability is required. This will be tested.

**4. Job Knowledge:** Must understand the operating environment within INL Lima, the Mission more broadly, and key teams within INL DC. Must understand INL Project Management policies and guidelines and a general understanding of USG accrual accounting procedures. Must understand the Peruvian ports and related institutions (i.e. SUNAT) – including key interlocutors and organizational structure. Must have a working knowledge of GOP ports and customs procedures; border checkpoints; and airport and ports operations. Should have knowledge of project and program management discipline, such as how to plan for resource constraints and critical path. Should understand how to formulate and track project budgets and perform higher-level financial analysis.

### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Hiring Office will receive qualified applications in the following order:
  - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
  - b. internal candidates, and
  - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under s Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Current employees of the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

### **Submit applications to:**

[limarecruitment@state.gov](mailto:limarecruitment@state.gov)

- Please be sure to send all requested information as **one document**, multiple

attachments will not be accepted.

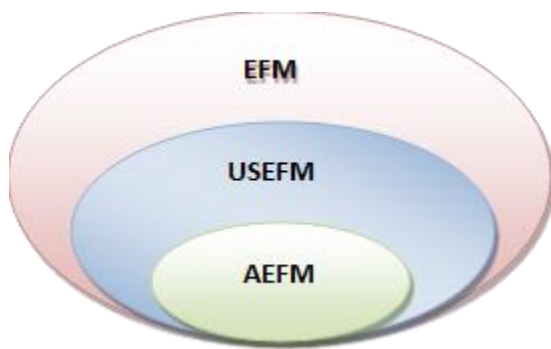
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

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## Appendix A

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### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Members:** An individual related to s U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, an under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3FAM 3232.2](#)

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

**5. Not Ordinarily Resident (NOR):** An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR):** A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

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### **Appendix B**

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If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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**CLOSING DATE: January 9, 2015**

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**The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal**

**employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

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### **Major Duties and Responsibilities of the Position**

#### **Monitor/Evaluate**

**35%**

Conduct onsite inspections to perform End-Use Monitoring and to ensure that program objectives are being met. Validate that the support is provided according to sound, professional management principles and practices meeting applicable USG standards, and to prevent waste, fraud, or abuse in the use of USG resources. Advise INL Ports Senior Program Advisor on status and operations of PNP (Police), PCG (Coast Guard), and Peruvian Customs (SUNAT) field units. Monitor day-to-day airport/seaport/land ports of entry issues. Monitor activities of all INL-funded programs to ensure that funds are being appropriately used and achieving the target objectives. Prepare summary reports on each entity financed or supported by the INL Ports Program, analyzing the effectiveness and impact of the programs and the advisability of continued INL support. Work with counterparts to establish benchmarks of success and performance metrics to evaluate programs and advance them towards sustainability. Review all project liquidations submitted by counterparts for accuracy and appropriateness. Maintain organization and INL Ports project records, and prepare periodic project status reports. Visit project sites at least quarterly to perform End-Use Monitoring required by U.S. Congress to ensure appropriate use of INL donated equipment and funds.

#### **Design and Plan**

**30%**

Initiate, direct and monitor procurement and budget activities as directed by the Program Manager. Draft correspondence in English and Spanish; serve as translator/interpreter as required. Develop INL Ports strategies and objectives for promoting and supporting Peruvian Drug interdiction programs and increasing capacity of Peruvian customs and border institutions. Identify and recommend specific GOP counterpart organizations for possible INL Ports programmatic support. Provide advice and assist INL Senior Ports Advisor in formulating and administering the INL Ports Strategy. Formulate Ariba purchase requests as needed to support the internal operations of INL Ports Program. Prepare initial drafts of briefing papers, reporting cables, and analysis of INL Ports/Customs program impact. Under the direction of the INL Ports Senior Advisor, draft standard operating procedures (SOP); edit for clarity and content SOPs drafted by other non-native English speakers; seek review from subject matter experts as needed to ensure accuracy and precision.

**Develop Coordinate and Manage      20%**

Act as Program Advisor in the absence of the INL Ports Senior Program Advisor. Work in concert with the INL Training Officer to coordinate all Programmatic Training Activities. Coordinate interagency activities, contactor work and other related tasks to fulfill Program logistics and maintenance requirements. Work with GOP officials on the design, development, and implementation of project proposals. Maintain contact with upper-level GOP officials to promote coordination between interagency activities and support and monitor program/project progress. Evaluate requests for funding and procurement and make recommendations to the Senior Advisor.

**Provide Technical Assistance      10%**

Serve as liaison between the INL Ports/Customs and GOP agencies active in the field of Maritime, Airport, and Border Interdiction. Recommend areas in which the USG should consider providing consultants or technical assistance to GOP counterparts. Travel within Peru visiting project sites and forward operating bases to conduct donation audits and support end-use monitoring.

**Other duties as assigned      5%**